

Title:

Manage Your PC Files Easily

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442

Summary:

A Directory is something in your computer that looks like a manila envelope. It's often called
You use these as you would a huge manila folder (in real life), because you can put so many pa

Keywords:

Computer, Files, Folders, Help, File Storage

Article Body:

Have you ever been so busy on the internet going from page to page, saving this and that signi

It gets a bit confusing and all too often you lose vital links and bits of information. This a

This is just what I do, and it's written for those of us that aren't
super wizz internet geeks.

A Directory is something in your computer that looks like a manila envelope. It's often called
You use these as you would a huge manila folder (in real life), because you can put so many pa
First, I'll assume you can do the basics or else you wouldn't be reading this.

So in 'my documents'

Click on 'Make a new folder' and call it 'Internet Business' this folder is now a sub folder o

SAVE EVERYTHING TO DO WITH YOUR INTERNET BUSINESS IN 'internet business' according to the subf

Second, Open 'Internet business' and click on 'new folder' as you just did in 'my documents'.
These will get you started!

'Mailing lists', 'Loginfo', 'web building Stuff', 'Affiliate referral urls', 'Click ex referr

In each of these folders you're going to place 'files', I use note book for everything now. Wh
But the problem with using them is that they are too big and too slow, especially when you are
Using 'notebook' will save space on your hard drive and is a lot more 'light weight' so it's f
It also gives you some experience that will come in handy later when you start writing 'html o
That's probably a good subject for another article.

Finally, now you should have a directory set up with lots of empty folders, and files.
Simply save everything you come across in one of the sub folders of 'Internet business' and if

That's one simple way to keep all your important information.

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